

Chief, Benefits and Services Division/CP

7 July 1960

Chief, Insurance Branch/BSB/CP

## IDENTIFICATION CARDS - CLAIMS FORMS

1. Harold Staub advised me yesterday that it was their plan, which I assume they had discussed with you, to practically discontinue the use of Admission Forms for entering hospitals, since arrangements have supposedly been made whereby the hospitals will accept the identification card in lieu of the previously required Admission Form.

2. I bring this to your attention due to the fact that there is a great possibility that these will not be accepted inasmuch as there is no indication on the card whatsoever that these are for the Government sponsored plan under the Federal Employees Health Benefits Protective Act of 1959. Incidentally, suggestion to include this on the card was made to both Norman Conway and George Edson, at the time of preparation of the card.

3. ~~Mr. Staub~~, We still have not been advised by Mutual as to the procedures they intend to follow insofar as the necessary forms to be used for filing for reimbursement under the \$100.00 deductible portion of the plan, i.e. bills for drugs, medical supplies, etc.

4. Mr. Staub also advised me that they had not yet contacted all the hospitals to alert them regarding the procedure for admittance as mentioned above with regard the I. D. card, thereby raising the point that this should be cleaned up as soon as possible since our people will be entering hospitals starting Sunday, and unless this project is completed by then a lot of embarrassment could result.

5. Could you possibly get some firm commitment from Mutual regarding these two subjects so that we can get out an instruction in the form of a Memorandum to Administrative Officers, if nothing else, outlining the procedures in these two instances to be followed.

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